



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

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Maureen Gilman, Treasurer  
National Treasury Employees Union  
Political Action Committee (TEPAC)  
901 E Street, NW, Suite 600  
Washington, DC 20004

JAN 23 2001

Identification Number: C00107128

Reference: 12 Day Pre-General Report (10/1/00-10/18/00)

Dear Ms. Gilman:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the

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contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2))  
The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

-The identification of each contributor, including an adequate occupation and name of employer for each, must be provided if the person has contributed in excess of \$200 in the aggregate during the calendar year. Please amend Schedule A supporting Line 11(a)(i) for each entry inadequately identified as "NTEU STAFF", "TX EX ASST", "IRA", "INTL EXM", "RO" and "SR EO AGT", "ACS TX EX", "EXI TX SPC", "TXP SV SPEC", "CPU SPC", "RST INT EXM", "SETT OFR", "OIC SPEC", "TSS" and "OIC EX SPCL".

-Please amend Schedule B supporting Line 23 by providing the address, office sought (House, Senate or President), state and congressional district, if applicable, for each voided check and contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

-Schedule B supporting Line 23 of your report discloses a contribution(s) to United Democratic Fund. Please clarify whether this is a federal committee(s), as there does not appear to be a committee(s) registered with

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the Commission under this name(s) . In the event this is a non-federal committee(s), please disclose it on Schedule B supporting Line 29 of the Detailed Summary Page.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

*Debbie Chacona*

Debbie A. Chacona  
Branch Chief, Party/Nonparty Branch  
Reports Analysis Division

